

QUALICUM BAY – HORNE LAKE WATERWORKS DISTRICT
Minutes of the Regular Meeting of the
Qualicum Bay – Horne Lake Waterworks held at the
QBHL board office, Wednesday
March 20, 2019 @ 1:00pm

Trustees Present: Jeff Cain, Doug Dickson, Ian McJannet, Mark Smailes, Irene Doyle, Lore Bewer, Dagmar Seydel
Officer: Leigh Campbell
Maintenance: Don Buchner

Call to Order

The Chair called the Regular Meeting to order at 1:00p.m. **Motion;** by Mark Smailes to accept the agenda with amendments. **Seconded;** Dagmar Seydel. **CARRIED**

Maintenance Report

Flushing will be the second week of April.
Cameras are installed at the well site
Don and Leigh will look into the as built for BC Housing

Motion; by Jeff Cain to accept the Maintenance Report of March 20, 2019. **Seconded;** Ian McJannet. **CARRIED**

Motion; Irene Doyle to accept the admin report of March 20, 2019. **Seconded;** Jeff Cain. **CARRIED**

Approval of Minutes

Motion; by Mark Smailes to accept the minutes of the Regular Board Meeting of February 20, 2019. **Seconded;** Irene Doyle. **CARRIED**

Motion; by Jeff Cain to accept the minutes of the Special Board Meeting of February 25, 2019. **Seconded;** Mark Smailes. **CARRIED**

Motion; by Mark Smailes to accept the minutes of the Special Board Meeting of March 4, 2019. **Seconded;** Jeff Cain. **CARRIED**

Approval of the attached Treasurer's Reports of March 20, 2019

Motion; by Dagmar Seydel to receive and file the Treasurer's Reports and to approve the accounts payable as listed for payment. **Seconded;** Ian McJannet. **CARRIED**

Correspondence

6094 Island Highway – Advise tenant to contact his landlord regarding leak.

Administrator to write letter to RDN regarding the subdivision at 760, 780, 770 and 772 Horne Lake Road.

Motion; by Jeff Cain to accept the correspondence as presented. **Seconded;** Irene Doyle. **CARRIED**

New Business

RBC Loan information –Administrator to send Jeff’s questions to RBC.

CWSA membership. Motion; by Mark Smailes to renew the membership to the CWSA. Irene Doyle, Lore Bewer and Leigh Campbell to attend the annual conference. **Seconded;** Jeff Cain. **CARRIED**

Motion; by Irene Doyle to include the payroll module in the new Vadim billing system. - 2 hrs pre-implementation meeting

- 4 hrs Setup
- 5 hrs of training and Go Live (first payroll)
- 2 hrs Project Coordination

13 hrs x \$190 = \$2470.00

Seconded; Ian McJannet. **CARRIED**

Unfinished Business

Information Night – March 20, 2019

Lore will email the other trustee the presentation Breaking down the Wall by Rosemary Smart.

QFN – Meeting

Motion: by Irene Doyle to send Lore Bewer and Administrator to the QFN to gather information and give the QFN a better understanding of the Tolls and CEC bylaws, and to work out a settlement. **Seconded:** Mark Smailes. **Opposed:** Ian McJannet. **CARRIED**

Chairman’s report,

Adjournment

The meeting adjourned at 3:05pm. The next Regular Meeting will take place on Wednesday April 17, 2019, 1:00 p.m. at the Qualicum Bay Horne Lake water office.

Lore Bewer, Chairperson

Leigh Campbell, Officer